This guide will assist you in generating Sales Invoices from TimePro to Xero.

## Checklist for Xero

- Setup Tracking Category Names and Tracking Options. (Optional)
- o Setup Inventory Items. (Optional)

*Tracking Categories* are used in Xero for reporting purposes only and will not appear on printed or emailed invoices. When importing Sales Invoices from TimePro to Xero, *Tracking Category Names* are ignored if they do not exist in Xero, the invoice however is still generated. The *Tracking Category Option* will be generated if it does not already exist.

*Inventory Items* are displayed on printed and emailed invoices. When importing Sales Invoices from TimePro to Xero, *Inventory Items* will be automatically added if they do not exist in Xero.

## Checklist for TimePro

- Only completed timesheets are used when generating sales invoices in Xero.
- Ensure all Customer names in TimePro match Customer names in Xero. Differences will result in a new Customer being created in Xero.
- If you are using Tracking Categories, define the name of the Tracking Category under Xero | Xero
   Configure | Xero Common. Decide at which level the Option is to be derived from and populate it.
- Configure the invoice details through Xero -> Xero Configure -> Xero Sales.
  - Select the relevant 'Sales Account Number'.
  - Select the relevant 'Sales Tax Code'.
  - Define a 'Sales Invoice Prefix' for Sales Invoice numbers generated from TimePro.
  - The 'Sales Invoice Number Seed' defines the next consecutive invoice number to be generated.
  - Click 'Save Changes'

## Steps to Export Sales Invoices to Xero

In TimePro go to Xero -> Xero Export -> Xero Sales Invoices

- $\circ$   $\quad$  Step 1. Select the time records to be imported.
  - o Option 1 filters time records that have not already been invoiced up to the date specified.
  - Option 2 allows you to specify a date range from which the time records are to be selected whether or not they have already been invoiced.
- Step 2. Define the invoice details.
  - $\circ \quad \ \ \, \text{Specify the invoice date.}$
  - Specify how you would like to breakdown your invoices. For example 'One Invoice per Customer' or 'One Invoice per Customer and Project.'
  - Choose whether you would like to derive the charge rates from TimePro or choose to lookup the rate in Xero via the Inventory Item.
  - Set the invoice status so it appears in Xero as either 'Draft', 'Submitted' or 'Authorised'.
- $\circ$  Step 3. Define where the Tracking Options are to be derived from in TimePro. (Optional)
- Step 4. Define where the Inventory Items are to be derived from in TimePro. (Optional)
- $\circ$   $\:$  Step 5. Select 'All Customers' or choose  $\:$  a single Customer to export.
- Click 'Prepare Invoices'.

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Customer: All Customers	Step 5. Limit the Data to be Exported			
Prepare Invoices	Customer:	All Customers		
		Prepare Invoices		

• A summary of all the invoices to be generated will be displayed.

TimePro®		Intertec TimePro [v5.6.]	ABC Services v5.5 Beta] ; Logged on user [John Brown - Administrator]
Admin 🕑 Timesheet	Settings	Reports 🏀 Xero	Xero Accounting Export Invoices
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Customers Suppliers Xero Import	Xero Export Configure		
Xero Accounting Export Invoices Selection Mode: Date Range From: 04 May 2015 To: 31 May 2015			
Invoice Date: 01 Jun	ne 2015		
Invoice Content: One in	nvoice per Customer and Project		
Select All Select None Create Batch	ct Name: Adaptec - Help Desk Servici	25	
Inv. Detail Date Inv. Job Staff Name (E	rv. Rate Ex GST) Inv. Hours Inv. Amount (Ex GST)	Inv. Note	Inv. Comment
🛨 🗹 18-May-2015 AHD Dave Clarke 90	0 2.00 \$180.00	Professional services provided by Dave Clarke	Adaptec - Help Desk Services :PO # 40034532
Invoice Total	2.00 \$180.00		
INVOICE 2 - Customer Name: Envisage Media;	; Project Name: Envisage - Web Deve	Ropment	
Inv. Detail Date Inv. Job Staff Name (E	Ex GST) Inv. Hours (Ex GST)	Inv. Note	Inv. Comment
18-May-2015 EMW John Brown 19	50 3.00 \$450.00	Professional services provided by John Brown	Envisage - Web Development
Invoice Total	3.00 \$450.00		

 $\circ$  ~ Click on the plus sign to drill-down to the detailed time records for the invoice.

- You can de-select any of the lines on the invoice or you can de-select an entire invoice if you do not wish to include it in this batch.
- Once you have reviewed the invoices to be batched click 'Create Batch'.

TimePro <sup>©</sup>		Intertec TimePro [v5.6.Bet	ABC Services v5.5 [Jogged on user [John Brown - Administrator]
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🔿 😓 💿 xero			👶 Арр Мар
Customers Suppliers Xero Impo	t Xero Export Configure		😨 Help
Xero Accounting Export Invoices         Batch number 17 has been set up with a batch date of 05-Jun-2015 and time of 13:42.         Next Invoice Number:       TP5003874         Re-do Selections       Export Invoice Data			

- A dialog will display the details of the batch.
- Click 'Export Invoice Data'.

Data Export	Intert	ABC Services v5.5 ac TimePro [v5.6.Beta] ; Logged on user [John Brown - Administrator]
	Data Export Complete 2 records.	
	Submit to Xero	
	Click on the link below to view the file being exported. 1_Export_Xero_Invoice_134254.csv	
	Close	

- Click 'Submit to Xero'.
- $\circ$  ~ If you have not already logged into Xero you will be prompted to do so.
- $\circ$   $\;$  The available Xero files will be listed. Choose the appropriate one and click 'Authorise'.

Ξ <b>My Xero</b> Emma Lawlor ▼		
Home Subscriptions & Billing Settings	<b>≥</b> ?	
Authorise Application		
TimeUAT (http://www.timesheets.com.au/) is requesting access to your Xero data. Please select which organisation TimeUAT can access: Intertec	This application will have the same permissions as the user that has authorised access. This application will have access for 30 minutes from the time you authorise it. Once this application has been authorised, you can disconnect the application from accessing your Xero organisation from within the General Settings > Add-ones settings name in Xero.	
Authorise Cancel		

• A message will appear confirming the submission.



 $\circ$  An email is sent to the TimePro administrator's email address with the results of the submission.



• Your Sales Invoices will now be available to view in Xero.